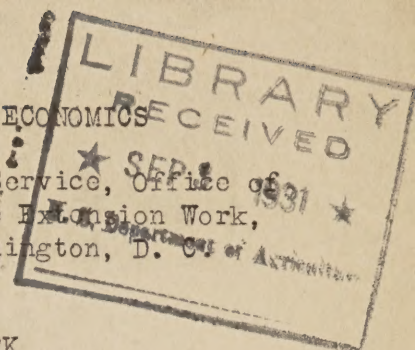


COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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BASIC FACTORS GOVERNING HOME DEMONSTRATION WORK

CENTRAL STATES, 1930

By

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Only when a movement has developed established principles can it be considered as stabilized.

During a 4-months' period in 1930 each of the 13 Central States was visited by the home demonstration representative of the Federal office and information was obtained from State leaders of home demonstration work and others of the home demonstration staff as to what factors appear to be fundamental for the successful development in selected phases of home demonstration work.

The attached material is a review of the information obtained. The items include:

1. Educational status of home demonstration staff.
2. Organization.
3. Program.
4. Teaching methods.
5. Methods of supervision and use of time.
6. Local leadership (subject matter and county-wide advisory).
7. Publicity and achievement days.

In each case effort has been made to present in summary form those factors upon which all leaders agreed, and then to indicate special factors mentioned by individual States. While data from all States are included in the major phases of the summary, not all States reported on each detail.

These data are not to be considered as conclusive, but rather as marking a milestone in our endeavor to determine upon basic principles governing home demonstration work.

Statistical Data

Central States, as grouped for purposes of the Federal office in which the study was made, include Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.

The present status of home demonstration development in this area is as follows:

State	: : Number : counties	: : Number farms : (1930 prelim.)	: : Number home demonstration : agents (data as of August, 1930)
Illinois	: 102	: 214,871	: 32
Indiana	: 92	: 182,092	: 11
Iowa	: 99	: 216,361	: 22
Kansas	: 105	: 166,055	: 31
Kentucky	: 120	: 247,011	: 26
Michigan	: 83	: 169,915	: 9
Minnesota	: 87	: 185,476	: 14
Missouri	: 114	: 256,131	: 17
Nebraska	: 93	: 129,532	: 9
North Dakota	: 53	: 78,050	: 6
Ohio	: 88	: 219,659	: 30
South Dakota	: 69	: 83,138	: 15
Wisconsin	: 71	: 182,028	: 4
Total	: 1,176	: 2,330,319	: 226

EDUCATIONAL STATUS OF HOME DEMONSTRATION STAFF

In all States the policy is established that the minimum educational requirement for members of the home demonstration staff is graduation with a degree from an accredited college or university, with a major in home economics. Successful experience of two or more years is usually required, but no general ruling obtains in this regard in all States.

Analysis of the educational status of the Central States home demonstration staff reveals the fact that 99 per cent of the 336 members of the home demonstration staff in these States have had college training, 96.1 per cent have one or more college degrees, 15.17 per cent have master's degrees, and six-tenths of one per cent have a doctor's degree. Of the three and three tenths per cent without degrees, four tenths of 1 per cent have the rating of registered nurse, and others are making plans to take leave to obtain a degree.

The following table indicates the educational status, State by State;

State	Total number on staff	Number with degrees as indicated					
		No college training	College training but no degree	B. A. or B. S.	M. S.	Ph. D.	
Illinois	41			33	7	1	
Indiana	15		1	14			
Iowa	39			35	4		
Kansas	41	1*	1	33	6		
Kentucky	34		3	27	4		
Michigan	20			14	6		
Minnesota	22		1	19	2		
Missouri	27	1*	2	18	6		
Nebraska	17		1	16			
North Dakota	12			9	3		
Ohio	38		1	28	9		
South Dakota	18			16	2		
Wisconsin	12		1	8	2	1	
Total number of staff	336	3	10	270	51	2	
Percentage of total		0.89 %	2.98%	80.36%	15.17%	0.60%	

* Registered nurse.

ORGANIZATION

The following factors in organization were emphasized as important by all State leaders:

1. Determine upon a well-defined rural organization through which to conduct home demonstration work. Some States emphasized value of women being organized by themselves, others stressed value of organizations of men and women.
2. Stress organization as a means to the desired end.
3. Home demonstration service must not be limited to the members of any one farm organization of the county but must be available to any rural woman desiring the service who wishes to attend group meetings where the home demonstration agent gives information.
4. For purposes of efficient results, there must be a minimum number of groups and members in groups before home demonstration work can be undertaken.
5. Use the community (or school district) as the local unit of organization. Have group formed on this basis with local consciousness, local officers, local program, and goals. Evaluate needs and results in terms of local conditions.
6. Groups must be nonsectarian and nonpolitical.
7. Membership in groups should be on a basis of full understanding of opportunity and obligation but without pressure.
8. Set up well-defined objectives for the organization.
9. Set goals of accomplishment in organization work.
10. Develop a sense of responsibility among the women for the organization, its formation, objectives, expansion, and efficiency.
11. Encourage local responsibility for membership, finances, program, and results.
12. Determine upon needed activities in developing an efficient organization, delegate these responsibilities, and train those who are to be responsible for them.

13. Hold local group meetings regularly.
14. Make yearly analyses of results obtained and of further needs.
15. Build right attitude among men toward the home program and woman's part in rural organizations.

Special comments from various States follow:

Iowa -

1. State-wide committee of farm women to work with State home demonstration leaders to determine policies and plans, to be appointed by State farm bureau. State leaders to meet with committee four times a year and four extra times with State chairman.
2. Take plans made by State home demonstration staff to women as suggestive plans to be modified. Take plans three times yearly to large combination group such as, county chairman, township chairman, publicity chairman, and school-district cooperators, at such occasions as State fair, farm and home week, and State farm-bureau meeting.
3. Keep in close contact with county committees and procure co-operators to maintain organization; meet with them at least four times a year and urge them to meet at least six times. List suggested content for meetings. Home demonstration agents are to attend these meetings.
4. Extension staff should emphasize the fact that local people are to make decisions and extension staff is to help them carry out plans.
5. Have programs decided by ballot - first by school-district cooperators, then by township chairmen, then by county chairmen.
6. Have a project-planning day to set up reasons for project and to set goals so as to see beyond project.
7. Make yearly analysis at township and county achievement days as to organization status, and to set goals.
8. Use score card as a vital factor in checking and in setting goals.
9. Set goals in terms of organization, publicity, leadership, cooperation, and community standards, as well as subject matter.

10. Prepare definitely outlined mimeographed material on each phase of organization.

11. It is important to make changes from time to time in leadership personnel, but only a few changes each year (State committee odd numbers elected one year and even numbers another with 2-year tenure).

County committee - No time limit but elected for one year; same regarding township.

Kansas -

1. Determine plan of organization.
2. Make study of conditions preliminary to actual organization.
3. Locate women of uniform interest.
4. Stimulate recognition of interest.
5. Develop sense of women's responsibility in organization and organize women into definite groups.
6. Determine physical matters such as place of meeting. Determine standards for location and size of units.
7. Develop program which will enable women to work together.
8. Define responsibility and select officers, including 4-H club promoter.

Kentucky -

1. Provide for recurrent meetings of entire membership.
2. Provide for the business routine of organization.
3. Define purposes.
4. Provide definite means and time for evaluating results.
5. Provide definite plan for recognition of volunteer service rendered.
6. Provide definite plan for informing public of results achieved.

Michigan -

1. Organization:

- a. Make many familiar with work.
- b. Provide committee of women to feel responsibility for work.
- c. Have organized groups of women for project work.
- d. Select publicity leaders for each group.
- e. Determine upon objectives for group activity - community - project.

Missouri -

1. Organization of rural women only, as an efficient means of making contact with all rural women in an area.
2. Organization work to be done on social community area basis with four clubs or more in a community. (One or two school districts form one club. Seldom more.) About five community centers in each county.
3. In counties without home demonstration agents and without probable addition of home demonstration agent, only two or three centers in each county (two or three days a month specialist time).
4. Well-defined immediate objectives of organization.
5. A county committee of women to assist in planning for the conduct of home demonstration work.
6. Definite term of office established.
7. Definite checking on accomplishments toward goal set.
8. In new counties the local women to be asked to set up the desirable centers for local-leader training, there being three centers a county in counties without home demonstration agents, and as many as seem desirable in counties with home demonstration agents.
9. Centers of organization within county to be determined by:
 - a. Residence of judges.
 - b. Representative parts of county.
 - c. Representative interests.
 - d. Aid to county agricultural agent in getting into areas where people were not previously interested in his work.
10. Extent of individual club area determined by women concerned.

11. Temporary club chairman to obtain inclusive list of all women in her area.

12. Effort to be made to invite every woman to membership.

13. Essential officers per club:

President.
Secretary.
Reporters.
Game and song leaders.

14. Standard of excellence for clubs determined by delegates from clubs (certificate to be given at farm and home week). A certificate of achievement to be awarded at farm and home week to clubs that have attained required standards.

15. Club must offer various appeals -

a. Subject-matter program.
b. Recreation.
c. Social activities.
d. Personal contribution.

16. Loan-envelope system and package demonstrations for counties without specialist aid.

17. Manual of information and a record book.

18. News-letter (monthly).

19. Have first-year clubs make monthly reports to home demonstration agent or county agricultural agent.

a. Unusual things done at meeting.
b. Program.
c. New clubs interested.
d. Publicity.
e. Use of loan envelopes.
f. Length of meeting (all or one-half day).
g. Attendance, new members, visitors.

20. Have each adult women's club sponsor a 4-H girls' club.

21. Hold meetings in homes.

Nebraska -

1. Organization.
 - a. Well-defined group organized specifically for project work.
 - b. Membership in such groups shall be of actively participating persons only - others as visitors.
 - c. A project leader to serve two years (one new leader each year).
 - d. Each group chairman to visit each local club and the county chairman to visit each training center once.
 - e. Two meetings a year of women on farm-bureau board, county chairman, and group-project chairman.
 - f. One (or more) meetings a year of presidents, social leaders, county chairmen, and women on farm-bureau board.
 - g. Have county news chairman receive training in news writing once a year (1-day training meeting) from extension editor.
 - h. Membership in local groups to be the responsibility of project leaders and local officers.
 - i. News groups are responsibility of county chairman and project-group chairman.

North Dakota -

1. Well-defined groups of women organized on a permanent basis for the conduct of home demonstration work.
2. Responsibility of office passed about, maximum being two years.
3. Community lines to form boundaries of group organization.
4. No one person to hold two offices.
5. Officers elected. Project leader elected or appointed, but carefully chosen.

North Dakota (Contd.) -

6. Membership obtained on basis of full understanding of opportunity and obligation but not pressure. Same of club.

7. Have a supplemental miscellaneous program as means of developing leadership and reviving interest in some project which was given some years ago. (Large reports of results not to be expected).

South Dakota -

1. No legislation limiting extension service in relation to farm organizations.

2. Home demonstration agents to have long-time plan. One year for major activities.

3. Some county-wide activities.

Wisconsin -

1. Cooperation of county agricultural agent.

a. General meeting preliminary to organization.

2. Clothing project to be used as introductory project in all counties to arouse interest in home demonstration work.

PROGRAM

There is much diversity as to desirable content of program, basis of selection, length of projects, number of projects for a county, relation of specialist and home demonstration agent to the program, and other matters of program concern. All State leaders agreed, however, upon the following items:

1. Programs should be based upon analysis of local needs and desires as recognized by local people.

2. Local people should make year-round analysis of program needs and recommend desirable program content.

3. Programs should be divided into simple units based upon simple practices.

4. Programs should include some community activity.

5. Those planning programs should consider broad-scope interests of life.
6. Subject matter of programs must be scientifically sound and applicable to local conditions.

The length of time for which projects are planned varies. Ohio conducts short unit projects of one or two meetings in some projects. The majority of States plan a 1-year program, which varies from 5 to 10 monthly meetings. The Iowa State leader indicates that each project in that State is planned for five meetings per year and four years of project work per project. She indicates that in many counties the women of the organized groups are definitely looking forward to 16 to 20 years of project work, and as a part of that plan are choosing one project for each of several years in sequence, in order to obtain a fair degree of information in one field of subject matter before undertaking another type of subject matter.

Special comments regarding programs reported from the several States include:

Illinois - The programs vary in marked degree from county to county. No State plan governs or even suggests what the programs are to be in any county. It is probable that we now have sufficient experience to be able to determine upon desirable procedure in a few fundamentals of program planning for all counties.

Iowa - Iowa's plan of program development is to make no effort to guide the thinking of the women, but to adjust the personnel of the State staff to the requests for specific service. Thus, during the past year there has been a swing from five to two clothing specialists, while there has been an increase from two to five home-furnishings specialists, a full-time landscape-gardening specialist and a full-time recreation specialist.

The unit of work is five months with five meetings, one each month, on any one field of subject matter.

Other suggestions from Iowa, not already mentioned, include:

1. Township should be basic unit for program making. County program should be majority vote of township and then all townships take part.
2. The program should be the direct result of women's request.
3. Recognize importance of having local people adopt one subject-matter project for several years before taking up another project.

4. The home demonstration staff indirectly to lead local people to consider certain possible subjects as part of program, but the decision to be made by the people, not by the extension staff.

5. Program should be written by county committee and used as guide throughout year.

6. Goals as set in programs should be rechecked meeting by meeting and finally at achievement day.

7. Throughout year only one project to be undertaken at a time.

8. Unit of program to be five months.

9. State leader or assistant leader should be present when project is written by local people but not when chosen by them.

10. Each county should look forward to all phases of all projects during years to come. At present the projects in Iowa are:

- 4 years home furnishing.
- 4 " clothing.
- 3 " nutrition.
- 4 " home management.
- 3 " child care and training.
- 1 year landscaping.
- 1 " recreation.

Kentucky -

1. Projects planned by specialist, group of local women, and home demonstration agent.

2. Subject-matter program must be supplemented by definite plans for follow up.

The State leader explains the procedure used as follows:

"A summary of the home-economics projects and of steps in planning and carrying out such projects, together with the duties of all concerned, is prepared each year by the home demonstration staff and sent to each home demonstration agent for use by herself and by women of the county committee and others interested in home demonstration work. The content of any one project outline is prepared by the specialist concerned only after a committee of agents and members of home-makers' clubs working with the specialist have determined upon the data to be included."

Missouri - Missouri suggests that:

1. The program should include subject matter which is capable of being extended through local leaders.
2. In home demonstration agent counties two to three projects, while in other counties only one project.
3. In home demonstration agent counties, technical leadership should be available (home demonstration agent or trained leadership) for 9 or 10 meetings.
4. In non-home demonstration agent counties only three to five meetings where local leaders are trained by specialist; other meetings by local initiative.
5. In home demonstration agent counties no limit to subject-matter content. In non-home demonstration agent counties availability of specialist help to be limiting factor as to choice.
6. In home demonstration agent counties policy should be for State specialist to train home demonstration agents, who train local leaders.
7. Majority vote of club delegates to determine project in all counties.
8. Content of any project should include certain basic subject matter, plus choice of other meetings content. Same in home demonstration agent project except more than one project may be given each year.
9. Sometimes subject matter is included in program but no meeting is devoted to it; namely, shrub and bulb exchange at some other meeting or a flower show - or pool orders for shrubbery - as result of previous project with goal and activity but no meeting.
10. Project should be arranged to be held over. Project to be continued with active meetings as long as interest is induced (probably two or three years) and there is no other great need; after that extensive effort of goals and activities but no meetings.
11. County program should precede final community-program decision. Chosen by delegates after informal local club discussion.

North Dakota -

1. County project should be the project which is the majority choice of the local groups.

2. Programs preferably should continue in one subject-matter field for two years and then change, but the decision rests with the local group.

3. In addition to the county-wide project a supplementary program of miscellaneous nature should be chosen.

4. Program to be determined to some extent by the amount and type of program that can be presented in the time available per meeting.

Ohio - Ohio suggests that the following factors affect program selection:

1. Interests of people.
2. Practices or habits of people.
3. Abilities of people.
4. Attitudes of people.
5. Judgment of people.
6. Economic situation of people.
7. Occupation of people - type of farming.
8. Nationality background.
9. Age.
10. Family status.
11. Attitude of commissioners.
12. Judgment and ability of home demonstration agent.
13. Physiography of county.
14. Available State staff.
15. State finances.

Ohio indicates that the county home committee is a sound development in making program planning far more effective in meeting local needs but that we seem still to be far from a satisfactory method of procedure in program planning. The fact that the county home committee is considering the matter of a program throughout the entire year and then is bringing the results of their own thinking and of those of local groups to the annual meeting for decision as to the program has greatly vitalized the program.

South Dakota -

Program: -

1. County-wide program.
2. Supplementary local program.
3. Projects other than home economics - music, reading.
4. Some State-wide project such as music or recreation.
5. Variation within project in counties.
6. Sustained project for one year.

Wisconsin -

1. Clothing is project first undertaken in all counties; food next; home management third. This does not apply to home demonstration agent counties where any sequence may be selected.
2. Base each unit of instruction on one or more practices.
3. Program selected one year at a time.
4. Results reported at each meeting.

TEACHING METHODS

The illustrated lecture or method demonstration by the home demonstration agent or specialist, and the home demonstration carried on by the home maker under the supervision of the home demonstration agent, form the basic methods in teaching in the Central States. In these States, informal discussion forms a part of the teaching process. In Illinois and in Nebraska planned discussion is used in the clothing project. In some States, reference reading, true-false tests, multiple-choice statements, reports, tours, publicity, exhibits, and bulletins are used as accessories in the teaching plan.

State by State special comments follow:

Illinois - The clothing specialist has developed the plan of setting up a given situation in regard to the clothing project based upon average local conditions, and then asking the women of the group to discuss the problem.

Iowa -

1. Based upon principle of application in the home.
2. Every lesson is based upon a review followed with a lecture as a basis, with a demonstration by specialist or agent, and laboratory work by the women under supervision.

Iowa (Contd.) -

3. In every meeting definite time is set aside for discussion, for reports, and for attendance record.
4. Discussion is used to arouse interest and to gain information as to status of women's knowledge and skill and to create desire for further information. This is done preliminary to instruction by specialist or home demonstration agent.

Organized discussion is rapidly becoming a well-defined part of all home demonstration teaching in Iowa. Examples of the methods used are that the nutrition project teaching plan includes a series of true-false questions to be used by leaders at the end of the first and second years of nutrition work. In the child development project multiple-choice questions are used.

5. Bulletins are a supplementary part of each lesson:
 - a. Used in making summary of lesson.
 - b. Used as guide in preparing local-leader lesson.
 - c. Used for further study.
 - d. Used for authentic reference.
6. Books and magazines for further study are recommended. (In child care and training project sets of books are loaned for further reading. Books loaned by college library).
7. In home management, kitchen tours are used as a teaching means.
8. State-fair exhibit is used as a definite teaching means to set and to reach high goals.
9. Verbal reports and report forms used as a teaching means.
10. Achievement-day and State-fair score cards are used as teaching means.

Kansas -

1. Topic must meet a need in life.
2. Specialist must demonstrate to leaders.
3. Relate unit concerned to whole project.
4. Draw out experience of women.
5. Draw upon judgment of women.
6. Utilize special intelligence and ability of group.
7. Sufficient volume and content of subject matter to make meeting worth while to local women.
8. Teaching plan especially for leaders with suggestions for meeting local variations.

Kentucky -

1. Adapt subject matter to intellectual level of group.
2. Adapt teaching devices and appeals to level of group.
3. Be definite.
4. Carry one idea through to conclusion.
5. Never take anything for granted.
6. Present material psychologically.
7. Use suggestion, supplement with reason where possible.
8. Present small enough units to be thoroughly comprehended.
9. Stimulate mind-set before presenting subject matter.
10. Train leaders in methods of subject-matter teaching to local groups.
11. Use discussion as basis in teaching.
12. Direct teaching toward application in home.
13. Give recognition to achievement.
14. Teach application under supervision wherever possible.
15. Plan devices for checking effectiveness of teaching.
16. Have teaching devices made available to local group.
17. Have illustrative material available for each meeting.
18. Make application easy.
19. Supplement teaching with publicity.
20. Teaching should not stop with giving of information but should develop recognition of satisfactions, such as constructive attitude and further desires.

Minnesota -

1. Based upon application in the home.
2. Each meeting is based upon one or more practices.
3. Whenever possible teaching is done by means of experience under supervision of home demonstration agent.
4. Discussion forms a part of each meeting.
5. Check applied results as a means of checking satisfactory learning.
6. Illustrative material used by specialists or home demonstration agents should be of type local leaders can obtain or prepare.
7. Endeavor to obtain illustrative material for each meeting.
8. Have especially prepared material for local leaders as teachers.
9. Must be educationally sound.
10. Must include interpretation of resulting values.

Missouri -

1. Method demonstrations by specialist for large community meeting or to local leader.
2. Always method demonstrations in nutrition.
3. Talks using illustrative material (color pictures, etc.).
4. Participation by group - clothing, refinishing furniture, canning, rug making, health.
5. Exhibits.
6. Discussion following presentation.
7. True-false test (child care and training) to start discussion.

Nebraska -

1. Limit the subject-matter content of each meeting and of project as whole.
2. Cover a subject thoroughly and do not select just cream of subject matter one year.
3. Plan adequate time for review of leaders and local women at each meeting.
4. Emphasize the keynote items of subject-matter content of meeting.
5. Special outlines for leaders prepared by specialist.
6. Leaders make illustrative material under supervision.
7. Interpret to the local leaders the meaning of the reports requested and interpret data obtained from reports.
8. Local-leader meetings should be based on practice.
9. If possible, have continuity of content through several meetings (as color).
10. Draw upon experiences of women in groups before presenting new subject matter.
11. Develop sense of responsibility from local leader to group and vice versa.
12. Standards of good teaching.
13. Supplement local-leader training with press, window exhibits, etc.
14. Make varied appeals.
15. Local leader is an accepted principle in teaching.
16. Recognize limitations of local leader as to facts, principles and judgment.
17. Repetition of standards essential.

North Dakota -

1. Review of previous work, especially problems and achievements by means of record books.
2. Teaching methods based upon practice and teacher training with mimeographed material for each part.
3. Every meeting includes a demonstration by specialist as local leader would present it.
4. Verbal check up as to local-leader presentation.
5. Discussion enters into every meeting.

Ohio -

1. Directed toward application in home.
2. Within comprehension of people.
3. Based on recognized need.
4. Meets a practical situation.
5. Stimulates thinking into broader circles.
6. Enlarges concept.
7. Discussion.
8. Must result in satisfaction.

South Dakota -

1. Written teaching plans for everyone including specialists, home demonstration agents, and local leaders.
2. Training school for local leaders.
3. Based upon practices.
4. Use questions as basis of discussion.
5. Demonstration as basic teaching plan.

Wisconsin -

1. Lecture demonstration by specialist.
2. Practice under supervision.
3. Home practice.
4. Printed material always, illustrated material usually.
5. Use of reports at each meeting.
6. Achievement day as a teaching means.

METHODS OF SUPERVISION AND USE OF TIME

The importance of effective home demonstration supervision was recognized by all State leaders. The majority of leaders thought home demonstration agents should be visited an average of at least one day each month throughout the year, and the home demonstration supervisors should spend one-half of this time in field work with the agent. Occasional meetings of home demonstration supervisors with the county home committees and the home demonstration agent were emphasized also as necessary.

Discussion of supervision developed indorsement of the following as important items of home demonstration supervision:

1. Regularity of visits to home demonstration agents.
2. Definite plan understood by agent and supervisor alike as to certain matters to be considered during each such visit.
3. More frequent visits to home demonstration agent counties than to counties without home demonstration agents carrying home demonstration program.
4. Give new home demonstration agents one month of experience with a home demonstration agent before placing her on her own responsibility.
5. Assist home demonstration agents to:
 - (a) Analyze county conditions and county needs.
 - (b) Set up philosophy regarding home demonstration work.
 - (c) Make plan of work which will make possible carrying out the program of work for the home makers and all other duties concerned with home demonstration work in county.
 - (d) Determine upon sound plan of relationships.
 - (e) Set up effective plan of publicity.
 - (f) Set goals of achievement for herself for year's work.

- (g) Evaluate results obtained -
 - (1) Subject-matter results by women.
 - (2) Other results by women.
 - (3) Administrative results by home demonstration agent.
- (h) Plan for office efficiency.
- (i) Satisfactory personal and professional development.
- (j) Keep up to date in subject matter and methods.
- (k) Recognize limitations and make improvements through additional study, change of attitude, etc.

Special suggestions from the several States follow:

Iowa - Have a home demonstration conference for two days during annual extension conference - first day on organization and methods, and second day have agents grouped according to major project with specialists.

At least six visits to each home demonstration agent each year:

- (1) For project-writing meeting.
- (2) For check up on results.
- (3) To help plan achievement day.
- (4) To study report plans.
- (5) To visit training school held by home demonstration agent.
- (6) As needed.

In addition, if agent has special organization problems, State leader goes three days or week more, as needed, to set up or strengthen organization.

Check up of results of home demonstration agents at training school for agents.

Same check used by specialists and State leader.

Same check by specialists at each training school.

Conference with State and county committee of farm women.

Office supervision through correspondence, also through reviewing report plans for entire staff.

The 30 counties having State-fair extension exhibits have special planning meeting which is attended by State leader.

Setting up standards and plans for relation to other organizations.

Kansas - Conference with agent on her own program.

1. How she organizes her work.
 - (a) Understanding of project with specialist.
 - (b) Assistance she plans to give leaders.
 - (c) Assistance she plans to give farm-bureau units.
2. Publicity.
 - Letters.
3. Attitude toward the board:
 - (a) Reports to the board.
 - (b) Develop interest in home-economics program.
4. Correlation of program with county agricultural agent on county-wide activities.

Kentucky -

Help home demonstration agent to get home demonstration supervisors' points of view and vice versa.

Develop wholesome cooperation between home demonstration agent and supervisor.

Have district for supervisor small enough to permit of adequate contacts with specialist; territory covered small enough to permit of a constructive piece of work.

Have supervisor plan time enough in office for analyzing needs and results and preparing needed material.

Set standards in home making, in supervision, and in home demonstration work.

Prepare plan of supervision.

Determine upon a well-defined plan of cooperation with defined division of responsibility.

Set up adequate methods of checking results.

Minnesota -

Endeavor to attend county home and community committee meeting three times during year each county.

Attend at least one achievement day for each project in State.

Visit local-leader training meetings at least once in each subject-matter field.

Visit groups conducted by local leaders.

Help home demonstration agents set up objectives and standards:

- a. Personal.
- b. Professional.

Help home demonstration agent with public speaking.

Maintain and develop morale.

Missouri -

Help agent to obtain philosophy of job, before home demonstration agent goes to county, through conference with State leader and staff. Visits to other home demonstration agents (10 to 14 days).

Help agent to determine upon psychology of handling relationships (county agricultural agent and rural women).

Help agent and women to set up county program of work (every home demonstration agent county).

Check up on progress of program plans.

Try to visit home demonstration agents at least three times each year for:

1. Program planning.
2. Check up on results and publicity and field trip.
3. Annual report.
Make one of these in connection with some large meeting to meet women - picnics, achievement days, camp, farm-bureau annual meeting.

Field trips with agent essential.

Correspondence and review of reports (monthly and annual).

Supervise somewhat thorough monthly news-letter.

Missouri (Contd.) -

New subject-matter information sent by specialist to home demonstration agents.

Special memorandum to home demonstration agents as needed.

Nebraska -

Help agent define her job.

Help her to establish right attitude toward job, local people, county agricultural agent, State and Federal office.

Establish home demonstration agent's physical and social well-being.

Check up on progress and achievement of agents as to:

Organization.

Subject-matter practice adopted.

Attitude of agent and people.

Efficiency of office time.

Efficiency of field time.

Help agent to determine upon desirable sources of needed aid.

Help agent to set up goals of achievement.

Help agent to interpret values in results achieved.

Help agent to make plan to develop women of county through local leader, county committee, and the like.

Help agent to interpret results to people of county.

North Dakota -

Select home demonstration agents and develop desirable viewpoint.

Bring all new home demonstration agents into State office for approximately one week.

Have agents overlap in counties and also spend at least one week in other agents' counties.

Help home demonstration agents to set up a calendar of work.

North Dakota (Contd.) -

Minimum of three visits per year to western counties of two days each attending meeting of girls and women, other visit to help home demonstration agent in office. Other agents five or six times each year sometimes just between trains.

Review weekly reports, statistical and narrative, from agents and map with different trips recorded.

Attend county-council meeting.

Correspondence - annual conference, etc.

Assistant State club leader for girls, reports any changes, needs, and the like, of home demonstration agents, as observed during visit on 4-H club work.

Agricultural staff do the same.

Ohio - State supervisors visit home demonstration agent counties once a month for eight months. They help to develop a county plan of work (informally) sometime during January, February, or March. The supervisors spend approximately 50 per cent of their time in office and 50 per cent in field.

South Dakota -

Definite plan for content of visit before going.

Attend all county-wide club officers' meetings where policies determined.

Attend achievement days and other special occasions.

Conferences with home demonstration agent regarding:

- a. Plan of work each three months - publicity, cooperation.
- b. Annual report and monthly reports.
- c. Development of responsibility by local women.

Attend county board meetings with home demonstration agent.

Assist with State-fair program and responsibility, county fair exhibits types, team demonstrations at State fair.

South Dakota (Contd.) -

Economic conference program planning and following up plans.

Two conferences each year for home demonstration agents; subject-matter and administrative training at each.

Wisconsin -

Visit each home demonstration agent once in two months.

Visit county achievement day.

Attend special meetings, such as:

- Short course (women).
- Get-together day.
- Girls' short course.
- Institutes.

Supervision in counties without home demonstration agents was commented upon as follows:

Iowa -

Supervision of work in counties without home demonstration agent through conference with county committee and county agricultural agent and through bulletins and mimeographed material.

Supervision in counties without home demonstration agents - four trips only:

- (1) County program meeting of men and women.
- (2) Writing of project.
- (3) Planning achievement day.
- (4) Judging achievement day.

North Dakota -

County agricultural agent appointment is followed by a visit to State office including visit to home demonstration leader's office to learn of home-maker's clubs.

Home demonstration leader visits one or two such counties each year.

On general annual-conference program there is always discussion of home demonstration work.

North Dakota (Contd.) -

Circular letters containing suggestions are sent to agents.

Carbons of letters to women in any county go to county agricultural agent.

Send same general outlines, plans for distribution of clubs, etc., to county agricultural agents as to home demonstration agents.

State home demonstration leader gives demonstration of organizing home-maker's club to county agricultural agent and expects county agricultural agent to organize others.

Subject-matter outlines made for agricultural subject matter given by county agricultural agent to home-makers' clubs.

Home demonstration leader arranges specialist conference for county agricultural agents who are to give agricultural subject matter to home-makers' clubs (garden, etc.).

Arrange for conference with home-economics specialists by county agricultural agents during annual conference. This is obligatory by county agricultural agents.

Home demonstration leader prepares outlines for annual narrative report by county agricultural agents regarding home-project work.

Illinois - Discussion of use of time by the home demonstration staff developed the fact that State leaders, assistant State leaders and specialists give very little time in counties other than those having at least a temporary organization. Only an occasional day is used in counties without home agents. The assistant State leaders give 50 per cent of their time to aiding new counties which have requested assistance in developing temporary organizations. With rare exceptions, the State leader or assistant leaders always attend advisory council meetings, executive board meetings, and program-planning meetings in counties with home agents. The time of home economics specialists is used only in counties with home agents. During 1930, limited services of a specialist in home accounts were made available for counties without home demonstration agents but with a temporary organization.

Indiana - The specialists carry on the same project in counties with and without home agents but in the home-agent counties the specialist assists the home agent and the county chairman to work out such additional meetings

Indiana (Contd.) -

as seem to be necessary or desirable. This is done, not during a separate visit nor on the occasion of an extra day's time being allotted, but rather by using a few extra hours during the time that the specialist is in the county to assist in the project work.

Iowa -

The State leader and the assistant leaders visit each home demonstration agent at least six times during the year and make four trips to each non-home demonstration agent county carrying a home demonstration program. These visits are for well-defined purposes, and the same from county to county.

Use of time by home demonstration staff:

State leader. Approximately 100 days are spent in 23 home demonstration agent counties. Three supervisors use approximately 168 days in 65 non-home demonstration agent counties.

Home economics specialists. Five days each year are spent in each home demonstration agent county, 25 days each year in non-home demonstration agent counties. Usually each specialist has one or more home demonstration agent counties. Each specialist group has a chairman who works with the group to make plans for strengthening the work. The State leader deals with this chairman. The State leader believes that the chairmanship plan is a strong factor in strengthening subject-matter work and methods.

Home demonstration agents work in the county about 10 months, 240 days. The counties average 16 townships. Home demonstration agents average using 80 days for training school, 15 days for organization, 10 days for achievement days, county committee meetings, 15 days for reports, monthly and annual, 15 days for vacation, 30 days for camps, State conferences, a total of 85 days for club work, and 110 days for adult work. Home demonstration agents always spend one day per week in the office. Some agents spend two days, Mondays and Saturdays, in the office.

Home demonstration agents spend the major time from September to February on work with women, and do just enough 4-H club work to keep it going. From March to September major time is given to 4-H club work, and women's work is kept going through help such as achievement day, state-fair exhibits, check up on organization. The home demonstration agent endeavors to meet each 4-H club once during the year and to visit follow-up meetings of local leaders for women occasionally.

Kansas - Use of time: Analysis of the use in Kansas indicated that specialists spend their time as follows:

Specialist	Number counties		Number days in field	
	H.D.A.	Non-H.D.A.	H.D.A.	Non-H.D.A.
Nutrition	:	:	:	:
	: 13	: 3	: 2 to 4 times of	: 5 times
	:	:	: 1 to 2 days each	: of 1 day
	:	:	: to hold training	: per county
	:	:	: meetings per	:
	:	:	: county	:
Home manage- ment	:	:	:	:
	: 19	: 5	: Three 1-day	: Three 1-day
	:	:	: trips and one	: trips and two
	:	:	: 2-day trip per	: 2-day trips
	:	:	: county	: per county
Clothing	:	:	:	:
	: 12	: 6	: 2 counties for	: 3 counties for
	:	:	: 4 days 2 times	: 4 times of 2 days
	:	:	: per year	: each and 3 coun-
	:	:	:	: ties for 4 times
	:	:	:	: of 1 day each

Relation of specialists in home demonstration agent counties:

1. Specialist is responsible for subject-matter preparation and content.
2. Selection of content of project is jointly determined by women, home demonstration agent, and specialist.
3. Methods of procedure committee (home demonstration agent, specialist, and county agricultural agent) counties without home demonstration agents.
4. Progress determined by women and home demonstration agent and supervisor.
5. Tentative discussion at county meeting, then local decision, and then summarized into county program.
6. Supplementary activities planned by specialist, home demonstration agent, and project leaders.

Home demonstration agents in Kansas spend one-third time on junior work. Home demonstration agents carry several projects at one time so several specialists may come to the county any one year.

Kentucky - The use of time by the home demonstration staff was discussed and the following data obtained:

State leader:

Total field days -	100
Total days with home demonstration staff -	85
Total days in counties without home demonstration agent -	15

Assistant State leaders:

Total field days -	190
Total days with home demonstration agent -	166
Total days in counties without home demonstration agent -	24

Home demonstration agents. Conditions vary but the recommendation is for the agent to divide her time as follows:

General development, office work, etc.	1/3
Adult work	1/3
Girls' club work	1/3

Michigan -

State leader:

Home demonstration agent counties:

Organization meeting, program planning, go to some communities in each county. Two meetings with executive committee, occasionally with home demonstration agent for general purposes.

Non-home demonstration agent counties:

Possibly organization meeting.
New counties or new communities in counties already having project work.
District conferences, county agricultural agent.

Specialists:

Plan to have each specialist present work in at least one home demonstration agent county.
Home demonstration agent counties - six subject-matter meetings, an achievement day, and an organization day.
Non-home demonstration agent counties - four subject-matter meetings, an achievement day, and an organization day.

Michigan (Contd.) -

County home demonstration agents:

All except Wayne County, (where club agent). In Oakland County club agent, but home demonstration agent still does girls' club work. Home demonstration agents average giving 50 per cent or more time to club work.

Discussion of the use of time by the Michigan home demonstration staff indicated that there is no fixed policy as to use of the time of home demonstration supervisors in counties with and without home demonstration agents, but that at least five days are spent each year with each home demonstration agent and that new home demonstration agents are visited once a month. In non-home demonstration agent counties, State supervisors try to attend organization meetings and achievement days.

Home demonstration agents in Michigan average 40 per cent of their time on junior work in counties where club agents are not employed. A home-economics specialist visits a home demonstration agent county eight days each year if her project is under way in the county. The specialist makes a visit for project planning, six for subject matter, and one on achievement day. The specialist teaches one group only as a demonstration to the home demonstration agent. The agent teaches all other groups. In non-home demonstration agent counties, the specialist visits the county six times, one meeting for project planning, four subject-matter meetings, and one visit on achievement day.

Minnesota -

State leader spends 91 days in home demonstration agent counties; 14 days in non-home demonstration agent counties; time in office 151 days; time in field 133 days. Assistant State leader spends 76 days in home demonstration agent counties; 32 days in non-home demonstration agent counties.

Specialists spend their time as follows: They train leaders in four counties each for four meetings. Each county has two sets of meetings each year. Home demonstration agent counties carry only one project. Average time for six specialists is 14 days in home demonstration counties. Average time for six specialists is nine and one-sixth days in county agricultural agent counties. Two specialists spend no time in home demonstration agent counties. Poultry - no request. Child care specialist came on staff too late in year to make report. No difference in time in counties without home demonstration agent. Home demonstration agents spend 50 per cent of time on junior work. This is done during the summer.

Missouri - Use of time of staff:

A. State leader - one-third time in field, two-thirds in office.

1. But little time in non-home demonstration agent counties.

Farm-bureau annual meetings.

To talk about appropriations.

To help get appropriation (one month or less).

2. In home demonstration agent counties - two months.

3. Subject matter - one month.

B. Specialists:

No policy on division of time.

In non-home demonstration agent counties hold one to six (usually three one-day) meetings each trip per county each year.

In home demonstration agent counties, one to three meetings (usually two) in order to present demonstration enough times so that home demonstration agent can present it in turn to rest of clubs.

Several specialists may go into home demonstration agent counties totaling 10 to 15 days time per county.

C. Home demonstration agents:

Understanding that home demonstration agent will spend most of her time June, July, and August through round-up, on 4-H club work, but practically none through winter, but she has urged women's clubs to sponsor 4-H club work (women's clubs - 25 minutes; 4-H clubs - 10 to 20 minutes).

North Dakota -

State leader:

Twenty-six out of one-hundred-four days, or one-fourth time in six home demonstration agent counties.

Seventy-eight out of one-hundred-four days or three-fourths time in 27 county agricultural agent counties.

Specialists:

Ninety-three out of four-hundred-forty-six days, or 20 per cent of specialists' time spent in six home demonstration agent counties.

Nine days specialists' time spent in nonagent counties, eight days of that time spent in one county preparing to vote on extension work.

North Dakota (Contd.) -

Home demonstration agents:

Fifty per cent of time in adult work.
Fifty per cent of time in junior work.
No special seasonal stress.

Ohio - Time of specialists:

Specialist	HDA Counties	Non-HDA Counties	Division of time HDA	of time Other	General Meetings
Nutrition	3 days subject matter. 1/3 other 1-day analysis 1-day achievement	Same subject-matter and achievement	1/3 to 1/2		Township achievement days Dist. of townships
Clothing	3 days subject matter. 2 hours for visit on news, 1-day plan, and organization. 6 hours on circular letters. 2 days subject matter each of 8 groups. 1 day news and State office	Subject matter only	3/5 spec. work		General meetings
Home furnishing	More time in plan and publicity than for subject-matter		100% HDA Cos.		County-wide dist. of townships. Dist. achievement meetings
Nutrition	As many planning meetings as subject matter meetings in first year. 1 1/2 days not enough		All HDA time (on part time)		
Home management	In pub. 1/2 to 2 days. On news, etc. and preparation for tour. Accts. 1/2 day plan and letter every six weeks. 1/2 day beginners. 1 day summary		1/2		Institute tour
Health			1/10	9/10	General meeting on punishment and obedience

Most specialists spend more time in home demonstration agent counties than in non-home demonstration agent counties. Practically all specialists work in each home demonstration agent county. There is only one project each year in non-home demonstration agent counties; usually just for subject-matter meetings and achievement day; the longest project required five meetings. In home demonstration agent counties there is at least one planning day plus subject-matter meetings. Some specialists plan one day for each subject-matter meeting. Specialists give all local leaders training.

Home demonstration agents in Ohio spend one-third time on work for adult women, one-third time on 4-H club work, and one-third time on general activities, such as office work, institutes, fairs, and camps.

State supervisors visit home demonstration agent counties once a month for eight months. They help to develop informally a county plan of work sometime during January, February, or March. The supervisors spend approximately 50 per cent of their time in office and 50 per cent in field.

Wisconsin - Time of staff:

State leader:

One day in non-county agricultural agent to five days
for home demonstration agent.
Get into about 40 counties each year.

Specialist:

Home demonstration agent counties as requested.
To other counties as time permits.

Home demonstration agent:

General plan.

Adult work September to June.
Junior work June to September.
Average about seven months adult, five months junior.

	State leaders		Assistant leaders		Specialists		Home demonstration agents	
	HDA Cos.	Other Cos.	HDA Cos.	Other Cos.	Cos. with HDAs	Cos. without HDA	Adult	4-H club
Ill.	Almost 100		Almost 100		100			
Ind.	35	15						
Iowa	37	63	37	63	5 days a yr. a co.	25 days a yr. per co.	55 Sept.-Feb.	45 Mar.-Aug.
Kans.					66	34	70	30
Ky.	80	20	85	15			50	50
Mich.	At least 5 days per year	2 days per year	At least 5 days per year	2 days per year	8 days per year	6 days per year	60	40
Minn.	85	15	70	30	60	40	50	50
Mo.	95	5	-	-	1 to 3 days per spec. as needed or 10-15 days per county	Usually 3 days per year	Sept. thru May	June July Aug.
Nebr.	60	40			30	70	70	30
N.Dak.	25	75			20	80	50	50
Ohio	At least 1 day per mo.		At least 1 day per mo.		Varies as needed for HDA	as needed cos.	50	50
S.Dak.								
Wis.	5 days per HDA	1 day per co.			As req. by HDA		Sept. to June	June to Sept.

Unless otherwise specified, figures in foregoing table indicate percentage of time used.

Local Leadership

Development of leadership among rural women is one of the outstanding objectives and results of home demonstration work. Originally local leadership was construed to mean subject-matter leadership within the community group for the project or projects selected for the year. Little by little local leadership has developed until now in every State four outstanding types of leadership exist, namely: (1) Officers of clubs; (2) subject-matter local leaders; (3) publicity chairmen; (4) a general committee, county-wide in scope, whose function it is to act as a general advisory committee to work with the home demonstration agent in analyzing county conditions and needs, to set up desirable procedure, and to evaluate results of home demonstration work.

Since the functions of club officers and publicity chairmen in home demonstration work are practically identical with the type of responsibility which is designated for such officers in any organization, no attempt is made here to comment upon them.

Objectives of Local Leadership

Much diversity is apparent in the objectives for, and selection and training of subject-matter local leaders. These will be presented separately. The one common objective for these local leaders in all States is to pass on subject-matter instruction to members of local groups. Other objectives as cited by several States include:

Iowa -

1. To develop leadership -
 - a. For project work.
 - b. For other activities.
2. To develop a strong working organization of farm people.
3. To increase spirit of tolerance.
4. To broaden vision and active interests of women.
5. To strengthen cooperation with other organization activities.
6. To strengthen desire to study by adults and juniors.
7. To create a progressive home atmosphere for boys and girls.

Kansas -

1. To act as promoters.
2. To set standards.
3. To analyze needs and results.
4. To share responsibility with others as to numbers reached.

Missouri -

1. To give demonstrations or to help neighbors.
2. To be responsible for getting reports.
3. To be thought of as an authority in the community and called upon by neighbors for such aid.
4. To demonstrate.
5. To be occasionally responsible for exhibit, tour, etc.

North Dakota -

1. To develop women of ability.
2. To take greater interest in project.
3. To make organization, county and local, permanent.

Selection of local leaders was a matter for varying opinion as to essential qualities and as to method in choosing them. In the majority of States subject-matter local leaders are elected by the local group on the basis of personality and of interest and willingness to give time to the work. In a few States they are appointed, not elected. Local leaders are generally chosen for a period of one year. Some special factors mentioned include:

Basis of Selection

Iowa -

1. Interest in studying.
2. Desire to interest others.
3. Broad vision of real purpose of work as whole.
4. Ability to save needed time for this work.
5. Ability to work with people.

Kansas -

1. Personality to win respect in community.
2. Thoroughly sold on extension work.
3. Ability to drive a car or have friend who does.
4. Right personality.
5. Practice what she preaches.
6. Essential characteristics of a teacher.

Kentucky - Selected according to predetermined standards - interest, ability, time, personal means of transportation, willingness to serve.

Nebraska - Selection is based upon interest in project and in other members of club. Willingness to give time.

Ohio - Selected on basis of recognized standards of subject-matter leadership organization, time, interest, transportation facilities, being community minded.

Wisconsin - Selected on basis of:

1. Time to give.
2. Interest.
3. Experience in field concerned.

Method of Selection

Iowa -

1. Women of each township elect township committee by ballot,
Committee consists of township chairman, publicity chairman, and school district cooperators for each four square miles.
2. In home demonstration agent counties entire membership of these committees become local leaders.
3. In non-home demonstration agent counties allowed number of local leaders are chosen by the committee to serve as local leaders.

Kentucky - Selected by executive committee of community - county leader either elected from group of local leaders or elected at annual meeting after nominating committee selects her.

Missouri - Elected by community.

Nebraska -

1. Chosen by local group by appointment or election after careful consideration.
2. Chosen for one year at time and changed at least every two years.
3. Right attitude created in them so that they will be leaders throughout year and not miss meetings, etc.

South Dakota -

1. Chosen by group.
2. Chosen for year.

Wisconsin - Chosen by local group.

Training Local Leaders

In all States procedure in training local leaders includes training in subject matter and in methods of presentation to local community group members and in follow up, and checking of results. In the majority of States the procedure includes training in preparation of illustrative material. In some States it includes training in organization as well as subject matter.

Special points, as listed, follow:

Iowa -

1. At each meeting each local leader receives training from specialist or home demonstration agent, keeps own notebook (all mimeographed material kept in notebook). At close of each meeting a summary of the related bulletin is made and fundamental points marked.
2. Local-leader material for leaders only also is given to them. This outlines their procedure for local meetings. Bulletins are distributed for local-meetings; blanks for checking attitudes and results. At following lessons leaders are encouraged to report difficulties which arise in presenting work.
3. Leaders are given help on preparing illustrative material.
4. Weak leaders are given special help as needed.

Iowa has printed pamphlets for use in all project work. For each phase of each project there is a printed pamphlet which is used as reference material.

Kansas -

1. Lead, do not drive.
2. Develop responsibility and creative ability.
3. Develop confidence.
4. Base all training meetings on practice.
5. Establish well-defined responsibility.
6. Challenge ability.

Kentucky -

1. Apply sound teaching methods.
2. Recognize and develop latent abilities.
3. Develop altruistic spirit among leaders.
4. Train leaders in all-round responsibilities of leadership.

Nebraska -

1. Delegated responsibilities must be within ability of leaders.
2. Amounts which can be passed on in a given time.
3. Based upon sound teaching methods.
4. Include methods in organization as well as subject matter.
5. Principle as well as application in organization, teaching, and subject matter.
6. Adequate follow-up material given.
7. Set up goals.
8. Set up means of checking results.
9. Set up means of checking satisfactions.

South Dakota - Train for two project meetings in one all-day training school.

Wisconsin -

1. Based on practice.
2. Illustrative material prepared in meetings.

Supervision of Leaders

Suggestions regarding follow-up supervision after training were as follows:

Iowa -

1. None in non-home demonstration agent counties except by county and township chairmen who attend follow-up meetings where possible and give suggestions for improvement.
2. Home demonstration agent attends some follow-up meetings and suggests improvements.

Kansas -

1. Follow training schedule with letters or conference.
2. Give recognition to local achievement.
3. Check on use of illustrative material.
4. Check report form.
5. Aid local leaders who are weak, using supplementary material.
6. Sustain continuity of local leaders through various phases of project.
7. Plan office-visit assistance, books, etc.
8. Send news-letters to local leaders.

Kentucky -

1. Supplementary instructions to leaders.
2. Related bulletins, etc.
3. Plans for follow-up program made with specialist, home demonstration agent, and county project committee.

Missouri -

1. Home demonstration agent gives some follow-up supervision to local leaders.
2. Home demonstration agent visits meetings to see local leader teach.

Ohio -

1. Make definite plans for checking results.
2. Plan methods to help leaders.
3. Plan for evaluation of results.

Wisconsin -

1. Reports at each meeting.
2. Home demonstration agent visits each local leader twice a year.
3. Plan for office calls - telephone service, etc.

County Home Committees

The development of a county-wide committee of rural women to act in a general advisory capacity to the home demonstration agent and to the home demonstration supervisors regarding home demonstration work within the county is an accepted plan of home demonstration work in all Central States.

The following chart indicates, in summary form, comparable data regarding the functions of such committees from State to State. The name of this type of committee varies from State to State, but their basic functions are similar. State by State comments follow the charted data.

FUNCTIONS OF COUNTY HOME COMMITTEES,
CENTRAL STATES, 1930

Functions	States												
	Ill.	Ind.	Iowa	Kan.	Ky.	Mich.	Minn.	Mo.	Nebr.	N.D.	Ohio	S.D.	Wis.
1. Serve as consultant committee	x	x	x		x			x	x	x	x		x
2. Assist in planning county home program	x	x	x	x	x	x	x	x	x	x	x	x	
3. Assist in interesting more women and new groups	x	x	x	x	x	x	x	x	x		x	x	x
4. Assist in establishing policies	x	x	x	x	x		x	x	x	x	x		
5. Attend farm and home week, agri. and dist. camps					x				x				
6. Help choose home demonstration agent			x			x	x	x		x			
7. Ask board supervisor for appropriation for home demonstration agent	x		x	x	x	x		x	x	x		x	
8. Organize groups	x	x	x	x	x	x	x	x				x	
9. Talk with key people			x		x	x	x	x				x	
10. Plan annual meetings		x	x	x	x			x		x		x	
11. Plan fairs and special occasions			x	x				x					x
12. Preside at business meetings, county meetings		x	x		x	x		x					
13. Appoint all committees		x	x										
14. Get merchants, etc. to cooperate					x		x						x
15. Encourage publicity		x	x			x	x						

Special information from Illinois, Indiana, Minnesota and Ohio regarding these committees follows:

Illinois - Discussion of the duties of county home committees in Illinois indicated that the advisory council (which is the name of the county-wide committee in this State) is responsible for policies regarding home demonstration work in the counties as far as the home-bureau organization is concerned. It determines the year's program and is responsible for obtaining finances needed for the year's budget. The county vice chairman in these counties is responsible for membership, including expansion as well as maintenance of membership within the county.

Indiana - Analysis of the duties of county home committees indicated that the county home chairman has the following responsibilities:

1. Presides at business meetings, at county meetings, and at training meetings.
2. Decides with home demonstration agent regarding matters of county-wide interest.
3. Appoints all committees.
4. If possible visits each local group at least once during each year and gives helpful suggestions to them.
5. Helps home demonstration agents find suitable place for training meetings and other meetings.
6. Takes an interest in and helps to interest local groups in sponsoring worth-while county-wide projects.

In counties conducting the nutrition project, the county chairman is supposed to visit each local group at least once during the year.

The above duties apply to all counties conducting a home demonstration agent program. In counties with home demonstration agents there are additional duties because of the varied program conducted in such counties.

Minnesota - Township chairman:

1. How chosen:

First choice - elected by township.

Second choice - if no township organization, agent and county chairman select strong candidate for each township and have county extension organization appoint.

Minnesota (Contd.) -

2. Term:

1. If elected, same as other township officers.
2. If appointed for one year, preferably ineligible for more than two terms.

3. General responsibilities:

1. Understands what position entails and lives up to job or resigns.
2. Knows chairman represents township, not merely her own community.
3. Attends all home and community committee meetings. If unable to go, sends a substitute who is thoroughly coached on conditions in township and understands for what she is going.
4. Reports progress in all communities at township meeting. Arranges for short subject-matter talks by leaders at township meetings.
5. Studies home needs of township at all times.
6. Helps to obtain adult leaders for girls' 4-H club work.

4. Project responsibilities:

1. Attends program determination meeting. Casts vote for what is best for township and for county, not just for what community or self wants.
2. Attends organization meeting.
3. Organizes groups. Sees that each group organized understands necessary phases.
4. Sends enrollment blanks to county extension office on or before date set.
5. Supervision. Attends at least one group meeting in each community. Arrives early or stays after meeting to discuss conditions with leaders. Observes reaction of group members to work. Reports to extension agent and discusses any outstanding situations (good or bad). Studies interests and further needs.
6. Reports results of visits to groups at home and county committee meetings.

Ohio -

Home Council Status			
	: Number cos.:	:	:
State supervisor	:in district	:Status of HDA cos.:	Status of other cos.
Miss Koch	: 34	: All 10 counties	: Of the 24 non-HDA counties,
	:	: have home coun-	: 7 have home councils
	:	: cils	:
Mrs. Bowers	: 33	: All 9 have home	: Of the 24 non-HDA counties,
	:	: councils	: 3 have home councils.
Miss Foster	: 21	: All 4 have home	: Of the 17 non-HDA counties,
	:	: councils	: 5 have home councils
Total	: 88	: 23 Counties	: 15 Counties

PUBLICITY AND ACHIEVEMENT DAYS

The need for increased dissemination of information to the public regarding home demonstration work is recognized in all States.

Illinois, Kentucky, Missouri, North Dakota, and Ohio have monthly news-letters regarding home demonstration work. Indiana, Iowa, Kentucky, Michigan, Missouri, Nebraska, and Ohio conduct training meetings for news chairmen of local groups and have printed or mimeographed instructions for such chairmen.

Indiana - Material is prepared by the several home-economics specialists with the assistance of the extension editors. This material is sent to the county chairman of each county undertaking a home demonstration project, and is used as a basis for local publicity.

Iowa -

1. Each specialist sends out preliminary publicity to be used by the press as a means of creating interest. Each township has a publicity chairman who writes a story after each meeting to be printed in local papers. The county publicity chairman writes stories of county-wide interest.

Iowa (Contd.) -

2. Subject-matter stories sometimes sent out by specialist.
3. Radio talks given occasionally. Each project presented at least once a year from subject-matter standpoint.
4. Each group of home-economic specialists publishes several articles in magazines.

For several years the extension editor has trained the news chairmen in home demonstration agent counties. This year local editors are assisting in this training, thus stimulating local interest and also releasing the extension editor to train the State specialist and county home demonstration agents and to write news regarding home demonstration work for state-wide distribution.

Missouri -

A monthly news-letter is sent by State home demonstration office to the counties. It is highly valued as a means of strengthening home demonstration work in quality and in quantity.

During 1929, this news-letter was used as a means of extending information regarding certain desirable practices which were not urged as such in the organized project work. The items to be emphasized numbered 10, and were selected by a committee composed of county home demonstration agents and specialists. Each of these 10 practices was emphasized as "home-making hints" in the news-letters at the time of their seasonal importance. The club presidents were asked to read them at local meetings. At the end of the year the club presidents were asked to check the number of women who had adopted these practices as a result of their presentation at the club meetings. These practices were stressed also through circular letters to an inclusive list of rural home makers and in the regular publicity given to the monthly publications of the Missouri State Farm Bureau and the Women's Progressive Farmers' Association. The home demonstration agent also printed these in local papers. The fact that in 507 clubs with 9,029 members there were 14,363 records of adopted practices of this type was evidence that this is a very inexpensive yet effective means of improving home practices in Missouri farm homes. Rural women's club exhibits at county fairs also are considered a valuable means of publicity.

The Missouri extension editor is to hold district training schools in news writing for home demonstration agents. Missouri also hopes to have training schools for local news chairmen.

Missouri (Contd.) -

On nearly every visit to a home demonstration agent the State leader or the assistant State leader goes over the recent publicity prepared by the home demonstration agent and criticizes it. All home demonstration agents are endeavoring to give three types of publicity regarding:

- a. Availability of project and its content.
- b. Desired practices.
- c. Results obtained.

Nebraska -

During 1929, home demonstration agents prepared 666 articles for the press, and news chairmen in 566 home demonstration clubs received training in preparation of news articles. They prepared 4,178 news items for local papers.

Achievement days serve as an excellent means of informing the public regarding home demonstration work as well as setting before the people desired standards in home making and of checking satisfactions of those who have participated in the work.

Indiana - Achievement day objectives:

1. Give a summary of year's work so local people can see it.
2. Give a summary for public.
3. Serve as publicity for extension service.
4. Give women who have been members of organized home demonstration groups an opportunity to participate.
5. Reach persons of influence.
6. Introduce persons of distinction.
7. Give specialist an opportunity to give talk or demonstration regarding possibilities for next year.

In Indiana at achievement days, the county chairman always presides; the home demonstration agent gives a talk. If there is no home demonstration agent the county agricultural agent is introduced.

The need of high standards for playlets, songs, and the like, was urged, as was the value of making careful plans to develop widespread public opinion for home demonstration work.

Iowa -

Achievement day's purpose:

1. To set forth a goal and make it possible to do better piece of work.
2. To serve as a convincing type of publicity.
3. To bring people of county together and enlarge acquaintance.
4. To introduce project work to new people.
5. To give satisfaction to those who have participated in work.
6. To strengthen working-together spirit.
7. To strengthen cooperation between town and country people.

Desired program:

1. Community singing with leader.
2. Talk by county farm-bureau president.
3. Talk by all extension agents. If county agricultural agent speaks, emphasize fact that success of county progress depends on interest and cooperation of all agents (men and women), all officers (men and women), and all others.
4. Report of work for year by county chairman.
5. Some presentation of project by each township (5 to 10 minutes each).
6. All-day meeting 10 to 4 o'clock, cafeteria lunch planned.
7. After lunch community singing or other music, and with township project presentation (5 to 10 minutes each).
8. Talk by achievement-day judge (either organization staff member or specialist). Value of achievement day; value of work as whole.
9. Speaker to enlarge vision such as district committeewoman or special speaker.

Kansas - At the annual conference in 1929 a committee of home-economics specialists and home demonstration agents was appointed to study the matter and make recommendations. The committee report has been mimeographed and sent to home demonstration agents for consideration.

Missouri - Achievement days are held in all counties. In the majority of counties county-wide achievement days are held. In a few counties community achievement days are held.

Objective:

1. To obtain publicity for home demonstration work.
2. To encourage women to finish project.
3. To create enthusiasm for work in general by women.
4. To develop, through competitive feature, a desire to improve next year.
5. To develop county consciousness.

Content:

All-day meeting - morning for exhibits and organized play; afternoon for program.

1. Exhibit (if applicable).
Poster and articles - style show, etc. (In counties without home demonstration agent exhibit often is of results of extra nonproject meetings.)
2. Report by president of each club.
3. Recreation - songs.
4. In afternoons something by each club relating to project.
5. Awards and recognition given at this time.

North Dakota -

Achievement-day purpose:

1. Stated time to sum up project.
2. Publicity value.
3. Friendly competition of clubs.
4. Time to determine new project.
5. Business 11 to 12 o'clock. Program 1.30 to 4 o'clock.

Achievement-day program:

1. Not too heavy programs (often held out of doors).
2. Each club participating.
3. Reaction that work is good and that women learn something and have a good time at home demonstration meetings.
4. Program not too long. Gives women opportunity to get acquainted.
5. To bring out social interest through picnic environment.
6. Home demonstration agent presides or is very evident.
7. Specialist summarizes and announces scores, prizes, etc.

Ohio -

Achievement-day purpose:

1. To recognize leaders.
2. To arouse enthusiasm for extension work.
3. To inform the public.
4. To evaluate results.
5. To give social satisfaction.
6. To visualize accomplishments.
7. To give opportunity to all people to meet specialists.
8. To give all an opportunity to receive instructions direct from specialist.
9. To give directly to people subject matter that is difficult to pass on through local leaders.
10. To develop self-expression.
11. To present scope of extension program.
12. To develop enthusiasm for extension work.
13. To interest new people.
14. To develop an appreciation of the home demonstration agent.
15. To interest and inform commissioners and other key people.
16. To give opportunity to home demonstration members to meet with women in counties.
17. To develop right attitudes.
18. To publicly recognize authority for work.
19. To develop county consciousness.

Achievement-day program essentials:

1. Comfortable room.
2. Begin and end on time with program not too long.
3. 10.30 to 3.30 o'clock determined by people.
4. Well-planned meals.
5. Well-organized meeting.
6. Everything delegated to local people and left to them.
7. Organization specialist should be on program.
8. Subject-matter specialist should be on program.
9. Home demonstration agent or county agricultural agent should be on program.
10. Leaders have some part.
11. Reports, exhibits, etc.
12. Recreation.
13. Some means of getting acquainted.
14. Evaluation of results.
15. Local person to preside (if capable).
16. County committee chairman in evidence.
17. Recognition of key people.

Local Agents, South Carolina

W. C. Bunch, George W. Daniels, Jesse Wilson, J. E. Dickson, E. D. Jenkins, William Thompson, B. B. Barnwell, J. C. Maloney, S. C. Disher, Miss Dalphena Wilkerson, Local Home Agent.

Miss Harriet Cohen, Rochester, New York
Douglas, Pectin Corporation

E. A. Grant, Director of Agriculture, S. C. State College.
R. C. Atkins, Director of Agriculture, Tuskegee Institute, Alabama.

